

VACANCY ANNOUNCEMENT
(Announcement Number: 13-09)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Chauffeur.

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3, FP-BB

OPENING DATE: February 20, 2013

CLOSING DATE: March 6, 2013

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent operates a light vehicle to transport passengers and cargo. The incumbent maintains a vehicle usage log, and keeps the vehicle in clean and serviceable condition at all times by promptly reporting any malfunctions or need for servicing. When not assigned to drive, the incumbent stands by in a state of readiness to meet a vehicle request at any time.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of Primary School is required.
2. A minimum of one year of experience as a driver of various types of light vehicles is required.
3. Level II (Limited knowledge) speaking/reading/writing English is required. Level III (Good working knowledge) speaking/reading/writing Nepali is required.
4. Thorough knowledge of Kathmandu and its surrounding areas is required. Thorough knowledge of local traffic laws and regulations is required. The ability to follow the verbal instructions delivered in English is required.
5. A valid local driver's Class "B" license is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:
http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: recruitktm3@state.gov (write “Application for Chauffeur (MSG)” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for Chauffeur (MSG)”)

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THE U.S. MISSION IS A DISABILITY FRIENDLY WORK PLACE